



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

PURCHASING OFFICER I

Job Number: 20001710

Job Code: 92360V000101

Job Group: 9200 - PURCHASING AND STORES

Job Established: 06/16/1982

Job Revised: 02/24/2006

Grade: 10 Salary (MIN - MID):

\$12,345-\$16,355 - Hourly

\$2,006.08-\$2,657.70 - 37.5 Hr. Monthly Salary

\$2,139.80-\$2,834.88 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs beginning level administrative work associated with the procurement of and payment for goods and services on an agency wide basis; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree in business, marketing, or a related field.

EXPERIENCE:

NONE

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Experience as a purchasing clerk or higher level within the purchasing field will substitute for the required college on a year for year basis. Certification with the National Institute of Governmental Purchasing as a Certified Professional Public Buyer (CPPB) will substitute for one year of the college requirement OR certification as a Certified Public Purchasing Officer (CPPO) will substitute for two years of the college requirement.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Monitors documentation of local purchases to assure compliance with state and agency policy. Prepares or assures proper preparation of pay documents, signs or obtains proper signature for payment and forwards documents for payment. Receives requisitions for state contract items. Prepares orders for contract items, obtains proper signature and contacts contract vendor to enter order as appropriate. Expedites and monitors delivery, inspection, and payment for such orders. Locates sources of supply by communicating with vendor representatives. Gives work to and checks the work of support staff. Employees in this job title work under close supervision. Employees in this job title are responsible for interpretation and carrying out the policies and procedures related to the acquisition of and payment for goods and services. Employees are responsible for the location and purchase of the most cost-efficient goods and services meeting specifications. Employees in this job title regularly contact persons requesting purchase to explain procedures or to obtain additional information. Contacts potential vendors to obtain prices and lists of goods available. Employees in this job title gather, prepare, and maintain purchase and payment documents. Employees in this job title use routine office equipment such as typewriters, computers, copiers and calculators. Employees in this job title exercise some independent judgement in the selection of vendors under standard practices.

UNIQUE PHYSICAL REQUIREMENTS:

Physical activity and working conditions consistent with an office setting.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title general perform duties in an office setting.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.